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Security Information

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**CONFIDENTIAL**

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Date: 16-13-78

TO : Chief of Administration, DD/P

FROM : Deputy Comptroller

SUBJECT: Allotment Control Record Procedure and Procedure for Controlling the Authorizations to Agency Projects and Activities for Supplies and Equipment Procured by the Logistics Office

1. The problem of establishing adequate control techniques for use by allottees in the Agency in controlling allotments (pursuant to responsibilities set forth in Section 15.0 of the Confidential Funds Regulations) and property procurement authorizations, has been the subject of extensive study by this Office in collaboration with personnel of the Budget and Finance Sections of the various area divisions within the Office of the DD/P. As a result of such study and collaboration the attached procedures have been developed and are considered by this Office and the budget and finance representatives of the area divisions to be essential to the maintenance of proper controls by the allottees. Also, the allotment control record procedure is believed to be the most practicable basis to provide required obligation data for recordation in the official allotment accounting records of the Agency maintained by the Office of the Comptroller, Finance Division. Accordingly, the attached procedures are hereby prescribed in accordance with Agency Regulation No. \_\_\_\_\_ for use on a uniform basis by the DD/P Staffs and area divisions for controlling the utilization of Confidential Funds.

2. Under the Allotment Control Procedure the allottee will be responsible for the maintenance of the Allotment Control Record. An Allotment Control Record will be established and maintained for each allotment by the allottees within the area divisions and staffs of DD/P. All obligations incurred against the allotments will be posted in detail to the Allotment Control Records. Each allottee will furnish to the Office of the Comptroller (Finance Division) at the close of each month a Summary Obligation Memorandum Report of cumulative obligations for recording into the official Agency accounts. Under this system the Office of the Comptroller (Finance Division) will record obligations in its accounts on a summary basis and will record expenditures in the accounts in detail. This procedure will provide for the official accounts and reports of the Agency complete and accurate information on a uniform basis as to obligations incurred.

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3. The Procedure for controlling the authorizations to Agency Projects and Other Activities for Supplies and Equipment Procured by the Logistics Office is considered necessary by the Office of the Comptroller under the new Agency procurement policy under which the Logistics Office maintains stockpiles of operational materiel for use by other Offices and receives direct allotments for such stockpiling. The maintenance of the prescribed control record will provide the allottees with knowledge at all times as to the status of the property authorizations for projects or other activities.

4. The Technical Accounting Staff of the Office of the Comptroller will provide technical advice and assistance, where required in the installations of the two procedures in the various Budget and Finance Sections.



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